

761—415.4 (321) Requirements and procedures. Notwithstanding Iowa Code chapter 22 and 761—Chapter 4, the following procedures implement the Driver’s Privacy Protection Act and Iowa Code section 321.11 as they pertain to records relating to certificates of title, registration receipts and registration renewal receipts. The department does not provide the waiver procedure described in the Act (codified as 18 U.S.C. § 2721(d)).

415.4(1) The department or a county treasurer shall require a requestor to:

a. Complete Form 431069, “Privacy Act Agreement for Request of Motor Vehicle Records,” and submit it to the office of vehicle services.

b. Provide proof of identity by completing Form 431069 and attaching a legible photocopy of the requestor’s driver’s license or nonoperator’s identification card.

c. Provide proof of authority to secure access to the personal information or highly restricted personal information by completing Part C of Form 431069 and providing the department with proof of the requestor’s status or other additional information the department may request.

d. Complete the certification at Part D of Form 431069 and provide any proof necessary to establish relevant facts.

e. Pay the statutory fee, if applicable, for the requested motor vehicle record.

415.4(2) Form 431069 must be completed by a requestor and approved by the department before the department may disclose personal information or highly restricted personal information to the requestor. The department may deny requests for such information if a requestor refuses to complete Form 431069 or if the department is not satisfied that the requestor provided adequate and truthful information in Form 431069 or in the documents that the requestor attached to Form 431069.

415.4(3) Personal information and highly restricted personal information, except for an individual’s photograph or image, may be disclosed with the express written consent of the vehicle owner to whom such information applies. When the requestor has obtained the written consent of the vehicle owner to whom the information applies, the requestor must attach that written consent to a completed Form 431069 and submit it to the office of vehicle services, along with the statutory fee, if applicable.

415.4(4) An individual may obtain the individual’s own motor vehicle record by completing Part A of Form 431069, providing proof of identity by attaching a legible photocopy of the requestor’s driver’s license or nonoperator’s identification card, submitting both to the office of vehicle services, and paying the statutory fee, if applicable.

415.4(5) The department shall not release any personal information or highly restricted personal information if the request is made by plate number or validation sticker number, except as provided in Iowa Code section 321.11.

415.4(6) All persons who obtain personal information or highly restricted personal information from the department are required to comply with Iowa Code section 321.11 and the Driver’s Privacy Protection Act.